



# CONNEX TENNESSEE GUIDE:

## HOW TO CREATE AN EXCHANGE CENTER POST IN CONNEX™ TENNESSEE & CONNEX™ MARKETPLACE

Exchange Center posts are typically an RFI, RFQ or RFP, depending on the level of detail and urgency in the request.

**Step 1 |** Log in to the CONNEX platform

**Step 2 |** Select Exchange Center and click on +Add Listing

**Step 3 |** Select Needs to bring up the RFI, RFP or RFQ options. You'll need to select one to activate the Next button.

Create new Listing

Listing Type

Are you buying or selling?

NEEDS  SURPLUS ...

Is this an RFI, RFQ, RFP, or Other Need?

RFI  RFQ  RFP  OTHER

CANCEL

**Step 4 |** Enter both a short and detailed description of the product, material, part or capability you are looking for in the text boxes. The Short Description is what will be sent to manufacturers when the exchange center post is distributed.

You can add .pdf, jpeg, png, WORD or EXCEL files to your post (up to 5MB). This could include CAD drawings, Material Safety Data Sheets, or other documents to help a responding company evaluate your request.

Create new Listing

Basic Information

Enter a short description. This will be your listing subject.

Thermal paper

Add a detailed description. Include pertinent details and requirements that potential suppliers may need to know prior to responding to your listing.

We are in need of domestic manufacturers of thermal paper used as receipts in cash registers. Typical sizes range from 2 1/4" to 3 1/8" THERMAL ROLLS in various lengths from 50 feet to 400 feet.

Would you like to add images or documents to help describe your need?

THERMAL-4-1-300X300.JPG

Files can be up to 5MB  
Allowed file types are: pdf, jpeg, png, doc, docx, xlsx, txt.

CANCEL BACK NEXT

**Step 5** | Enter the number of units (if applicable).

The screenshot shows a form titled "Create new Listing" with a sidebar menu containing seven steps: 1 Listing Type, 2 Basic Information, 3 Quantity & Price (highlighted), 4 Restrictions, 5 Contacts, 6 Dates, and 7 Review. The main content area is titled "Quantity & Price" and contains the text: "How many units are you buying (if applicable)? Leave blank if this does not apply." Below this text is a single-line input field. At the bottom right of the form are three buttons: "CANCEL", "BACK", and "NEXT".

**Step 6** | Be prepared to enter any restrictions. This could include things like minimum certification level needed, industry experience, packaging criteria, UL requirements, etc.

The screenshot shows the "Create new Listing" form with the sidebar menu step 4 "Restrictions" highlighted. The main content area is titled "Restrictions" and contains the text: "Are there any special restrictions or preferences, such as certifications (ISO, AS91XX, ITAR) or geographic preferences (state or region)? If so, please list them below." Below this text is a text area containing the text: "Quality certification is not required, but ISO 9001:2015 is preferred. Must be able to package and send by case." At the bottom right of the form are three buttons: "CANCEL", "BACK", and "NEXT".

**Step 7** | If you are affiliated with more than one organization, it will ask you (from a drop-down list) to select the organization you are posting on behalf of. If you are only associated with one organization, it will automatically display your facility information. You can select an existing contact, or add one, if you have profile editing rights. You can also decide not to show the company contact person in the listing.

The screenshot shows the "Create new Listing" form with the sidebar menu step 5 "Contacts" highlighted. The main content area is titled "Contacts" and contains the text: "Which organization would you like to post this listing for?" Below this text is a dropdown menu showing "Michigan Manufacturing". Below the dropdown is the text: "Michigan Manufacturing Technology Center" and "45501 Helm St., Plymouth, MI 48170". Below this is the text: "Who is the contact for this listing? A contact is required so we can contact you about your listing. If you do not want the contact to be shown to potential respondents, click the 'Don't show to respondents' checkbox. If you don't see your contact in the dropdown below, click the add contact to add a new contact". Below this text is a dropdown menu showing "Rebekah McCarter" and a "+ ADD NEW CONTACT" button. Below the dropdown is a table with the following data:

Title	Lead Supplier Scout
Phone	(734) 451-4229
Email	rmccarter@the-center.org

Below the table is a checkbox labeled "Don't show to respondents" which is checked. At the bottom right of the form are three buttons: "CANCEL", "BACK", and "NEXT".

**Step 8** | Select the duration of your posting. You can select immediately or a future date. You can also set the end date. The system will allow you to select 60 days or a future date from the calendar.

**Step 9** | Review your posting, from Subject to End Date, and confirm your contact details. If you are satisfied with your information, click on Create Listing. If you need to change something, use the back button or select the section you want to update from the left-hand side of the posting wizard.

**Step 10** | Once you select Create Listing, it will be live in the system (unless you selected a future date). As the posting organization, you can edit it at any time.

Subject	Responded	Organization	Type	Start Date	Expiration Date
Thermal paper		Michigan Manufacturing Technology Center	RFQ	Jun 8, 2022	Jun 30, 2022

To see your listing, go to the Exchange Center, select My Listings, and then click Newest (if you have multiples). If you selected a future date, like we did in this tutorial, you will need to select Not Started for the listing to display. It will only be viewable by you until you edit it to go live, or until the future start date.

**For more information and to access CONNEX™ TENNESSEE, visit <https://tmep.cis.tennessee.edu/connex-tm-tennessee>**

**Need assistance with CONNEX™ TENNESSEE? Email Kevin Cooper at [kevin.cooper@tennessee.edu](mailto:kevin.cooper@tennessee.edu).**